

CITY OF BELMONT

ASSISTANT CIVIL ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of complex engineering work for design and management of public works capital improvement projects and oversight of private development and permitted construction; to prepare a variety of engineering documents, drawings and specifications; and to perform a variety of professional public works and engineering tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Civil Engineer series. This class is distinguished from the Associate Civil Engineer by the performance of the more routine tasks and duties assigned to positions within the Civil Engineer series. Since this class is typically used as a training class, employees may have applicable education but only limited related work experience. The Assistant Engineer position does not require California registration as a civil engineer or professional engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level professional engineer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Responsibilities and duties may include, but are not limited to, the following:*

Essential Functions

1. Perform a variety of engineering duties in support of capital improvement projects including road construction, storm drains, sewers, traffic systems and related construction projects.
2. Perform initial design studies for capital improvement projects; prepare project plans, drawings specifications, cost estimates and project schedules.
3. Prepare final design plans and as-built drawings for capital improvement projects including roads and drainage, water and sewer facilities and systems using computer-aided drafting and design software.
4. Participate in the preparation of requests for proposals and bids; review contract bids and proposals; participate in the review of contractor work activities; ensure contract compliance with contractual obligations.
5. Conduct field inspections of capital projects during construction; ensure compliance with applicable codes and regulations; provide resolutions to construction problems.
6. Perform a variety of engineering calculations and computations; prepare project cost analyses.
7. Inspect public and private construction work for proper grading, concrete quality and placement, forms placement, sub-grades and finish, surfaces for compaction, proper materials and elevation in accordance with City standards.

8. Review and provide plan check comments for private development applications and building, grading, and encroachment permits in accordance with City codes, ordinances, and policies. Provide direction and guidance to applicants by staffing the permit center counter.
9. Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.
10. Maintain a variety of public works department and engineering division program and project files and records.

Marginal Functions

1. Attend and participate in professional group meetings, including City program committees and workgroups, and training courses, stay abreast of new trends and innovations in the field of public works engineering.
2. Perform related duties and responsibilities as required by supervisor.

QUALIFICATIONS

Knowledge of:

Basic operations, services and activities of assigned public works engineering program. Principles and practices of civil engineering.

Methods and techniques of preparing engineering drawings, plans, sketches and specifications; methods and techniques of engineering design.

Ability to:

Learn and apply methods and techniques of engineering construction.

Learn and apply principles and practices of construction project management for scope, cost and schedule control; coordination of construction project phases and preparation of progress reports.

Develop, review and modify civil engineering plans, designs and specifications using applicable computer software programs for computer-aided drafting/design, word processing and spreadsheets.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible civil engineering experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

LICENSE/CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain an Engineer in Training (EIT) certificate.

WORKING CONDITIONS**Environmental Conditions:**

Office and field environment; travel from site to site.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time and operating motorized vehicles.